

Executive Selection Factors

Executive Candidate Assessment and Development Program

1. How to Complete GAO Form 570

For each of the five executive core qualifications on this form, describe at least one achievement in the space allotted. Applications that do not include achievements for all five factors are incomplete and will not be considered. To assist you in describing how your achievements demonstrate the qualification, their definitions are listed below.

a. Leading Change

This core qualification encompasses the ability to develop and implement an organizational vision which integrates key national and program goals, priorities, values, and other factors. Inherent to it is the ability to balance change and continuity--to continually strive to improve customer service and program performance within the basic Government framework, to create a work environment that encourages creative thinking, and to maintain focus, intensity, and persistence, even under adversity.

b. Leading People

This core qualification involves the ability to design and implement strategies which maximize employee potential and foster high ethical standards in meeting the organization's vision, mission, and goals.

c. Results Driven

This core qualification stresses accountability and continuous improvement. It includes the ability to make timely and effective decisions, and to produce results through strategic planning and the implementation and evaluation of programs and policies.

d. Business Acumen

This core qualification involves the ability to acquire and administer human, financial, material, and information resources in a manner which instills public trust and accomplishes the organization's mission, and to use new technology to enhance decision making.

e. Building Coalitions/ Communication

This core qualification involves the ability to explain, advocate, and express facts and ideas in a convincing manner, and negotiate with individuals and groups internally and externally. It also involves the ability to develop an expansive professional network with other organizations, and to identify the internal and external politics that impact the work of the organization.

(continued)

2. How to Select Achievements

To determine which achievements best demonstrate that you have the knowledge, skills, and abilities required by the five selection factors, consider how the following attributes of your assignments affected the level of your achievements.

a. Complexity

What factors, such as the need to establish guidelines or develop models, demonstrate increased ability?

b. Circumstances

How did an assignment's circumstances, such as tight deadlines or adversarial situations, increase the level of ability required?

c. Persons Contacted

What were the organizational levels of the persons you contacted? Did external contacts increase an assignment's complexity? (Be sure to identify the level of each person you mention.)

d. Purpose of Contacts

Why did you contact certain people? For example, conducting a routine staff meeting typically requires much less communication skill than conducting a public forum to address complex or controversial issues.

e. Significance of Contributions

How did certain factors, such as program size or number of people affected, increase the significance of your achievements?



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Executive Candidate Development Program

Applicant's Name (last, first, middle initial)	Announcement Number
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Factor 1. Leading Change

Factor 2. Leading People

Factor 3. Results Driven

Factor 4. Business Acumen

Factor 5. Building Coalitions/Communication

(Narrative must not extend below this line.)

a. Applicant's Signature	b. Title	c. Date
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